

Record-keeping

Find information about record-keeping obligations.

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Time and wages records

Employers have to keep time and wages records for 7 years.

Time and wages records have to be:

- readily accessible to a Fair Work Inspector (FWI)
- legible
- in English.

Time and wages records can't be:

- changed unless the change is to correct an error
- false or misleading.

Best practice tip

Employers should keep records of hours worked for all employees (including pieceworkers). Employers are also required to keep these records in some circumstances.

Adopting best practice record-keeping makes it easier to:

- keep track of employee details
- identify payroll mistakes
- keep a business running efficiently.

It also helps avoid fines for doing the wrong thing.

Use our templates to help manage record-keeping obligations for:

- [Weekly time and wage records](http://www.fairwork.gov.au/sites/default/files/migration/766/Weekly-time-and-wages-record-template.doc) (www.fairwork.gov.au/sites/default/files/migration/766/Weekly-time-and-wages-record-template.doc)
- [Employment records - general employer and employee details](http://www.fairwork.gov.au/sites/default/files/migration/766/Record-of-employee-details.doc) (www.fairwork.gov.au/sites/default/files/migration/766/Record-of-employee-details.doc)
- [Rosters](http://www.fairwork.gov.au/sites/default/files/2023-11/sts-roster-template.docx) (www.fairwork.gov.au/sites/default/files/2023-11/sts-roster-template.docx) or [Rosters](http://www.fairwork.gov.au/sites/default/files/migration/766/Roster-template.xlsx) (www.fairwork.gov.au/sites/default/files/migration/766/Roster-template.xlsx)
- [Timesheets](http://www.fairwork.gov.au/sites/default/files/migration/766/Timesheet-template.doc) (www.fairwork.gov.au/sites/default/files/migration/766/Timesheet-template.doc)

What records have to be kept and what needs to be in them?

Certain information needs to be kept for each employee. If an employee is paid an annual wage under an award, employers are required to keep extra

records for these employees. See [Annualised salaries \(www.fairwork.gov.au/pay-and-wages/minimum-wages/annualised-wages\)](http://www.fairwork.gov.au/pay-and-wages/minimum-wages/annualised-wages) for more information.

Here is a list of the records that an employer has to keep and what information has to be in the record.

General

- employer's and employee's name
- employer's ABN (if any)
- employee's commencement date
- whether the employee is full-time or part-time
- whether the employee is permanent, temporary or casual.

Pay

- pay rate paid to the employee
- gross and net amounts paid
- any deductions from the gross amount paid
- details of any incentive-based payment, bonus, loading, penalty rate, or other monetary allowance or separately identifiable entitlement paid.

Hours of work

- any penalty rates or loadings paid to employees for overtime hours worked, including:
 - the number of overtime hours worked by an employee during the day
 - when the employee started and finished the overtime hours
- the hours an employee works if the employee is a casual or irregular part-time employee who is paid based on time worked
- a copy of the written agreement if an employer and employee have agreed to an averaging of the employee's work hours.

Leave

- any leave taken
- how much leave an employee has.

If an employee is able to cash out annual leave, the employer has to keep:

- a copy of the agreement to cash out the amount of leave
- a record of the rate of payment for the amount of leave cashed out and when the payment was made.

Under many awards, if an employer agrees for an employee to take annual leave in advance, the employer has to keep a copy of the agreement. The agreement has to say the amount of leave taken and the day the leave starts. Check your award to see what obligations might apply to you.

Superannuation contributions

- amount paid
- pay period
- date(s) paid
- name of super fund

- reason the employer paid into the fund (for example a record of the employee's super fund choice and the date they made that choice).

If employers pay a defined benefit interest into a [defined benefit fund](https://www.ato.gov.au/Super/APRA-regulated-funds/Managing-member-benefits/Defined-benefit-funds---notional-taxed-contributions/) (<https://www.ato.gov.au/Super/APRA-regulated-funds/Managing-member-benefits/Defined-benefit-funds---notional-taxed-contributions/>), employers don't have to include these contributions in the record.

Individual flexibility agreements

If an employer and employee agree to an individual flexibility agreement under an award or registered agreement, a record must include both:

- a copy of the written agreement
- a copy of any notice or agreement to terminate the flexibility agreement.

Guarantee of annual earnings

- the guarantee
- the date the guarantee was cancelled (where applicable).

Ending employment

- how the employment was terminated, for example by agreement, notice, summarily, or in some other way (specifying details)
- the name of the person who terminated the employment.

Transfer of business

Where there has been a transfer of business, the old employer has to give the new employer records of any transferring employee. The new employer also has to ask for employment records from the old employer for any transferring employee who becomes an employee within three months of the sale.

Pieceworkers

For employers of pieceworkers, awards or agreements may also set record-keeping requirements. Go to [Piecework records for the requirements that apply under the Horticulture Award](https://horticulture.fairwork.gov.au/piecework-records) (<https://horticulture.fairwork.gov.au/piecework-records>).

Who can access records?

Employee records are private and confidential. Only the employer, payroll staff, the employee and authorised individuals, such as an accountant, can access the records.

If an employee asks to see their records, an employer must make them available. This includes after an employee has ceased employment.

Fair Work Inspectors (FWIs) can also ask for time and wage records to find out what an employee is entitled to and whether they have been paid correctly.

What happens if records aren't kept?

If employment records aren't made or kept or are incorrect, FWIs can give employers a fine, called an [infringement notice](http://www.fairwork.gov.au/about-us/our-role/enforcing-the-legislation/infringement-notices) (www.fairwork.gov.au/about-us/our-role/enforcing-the-legislation/infringement-notices).

It is unlawful for employers to make or keep employment records that they know are false or misleading.

Employers can also be penalised if we choose to [take a matter to court](http://www.fairwork.gov.au/about-us/compliance-and-enforcement/litigation) (www.fairwork.gov.au/about-us/compliance-and-enforcement/litigation). In some cases employers who haven't kept records or made records available for inspection may have to prove to a court they didn't underpay an employee.

Source reference: [Fair Work Act 2009 s.535](http://www.comlaw.gov.au/Series/C2009A00028) (<http://www.comlaw.gov.au/Series/C2009A00028>) and [Fair Work Regulations 2009 r.3.31-3.44](https://www.legislation.gov.au/Series/F2009L02356) (<https://www.legislation.gov.au/Series/F2009L02356>)

Tools and resources

- [Record-keeping and pay slips online course](http://www.fairwork.gov.au/tools-and-resources/online-learning-centre/record-keeping-and-pay-slips) (www.fairwork.gov.au/tools-and-resources/online-learning-centre/record-keeping-and-pay-slips)
- [Record-keeping and pay slips fact sheet](http://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/record-keeping-pay-slips) (www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/record-keeping-pay-slips)
- [Weekly time and wage records template](http://www.fairwork.gov.au/sites/default/files/migration/766/Weekly-time-and-wages-record-template.doc) (www.fairwork.gov.au/sites/default/files/migration/766/Weekly-time-and-wages-record-template.doc)
- [Employment records - general employer and employee details template](http://www.fairwork.gov.au/sites/default/files/migration/766/Record-of-employee-details.doc) (www.fairwork.gov.au/sites/default/files/migration/766/Record-of-employee-details.doc)
- [Rosters template](http://www.fairwork.gov.au/sites/default/files/2023-11/sts-roster-template.docx) (www.fairwork.gov.au/sites/default/files/2023-11/sts-roster-template.docx)
- [Rosters spreadsheet template](http://www.fairwork.gov.au/sites/default/files/migration/766/Roster-template.xlsx) (www.fairwork.gov.au/sites/default/files/migration/766/Roster-template.xlsx)
- [Timesheets template](http://www.fairwork.gov.au/sites/default/files/migration/766/Timesheet-template.doc) (www.fairwork.gov.au/sites/default/files/migration/766/Timesheet-template.doc)

Related information

- [Pay slips](http://www.fairwork.gov.au/pay-and-wages/paying-wages/pay-slips) (www.fairwork.gov.au/pay-and-wages/paying-wages/pay-slips)
- [Frequency of pay](http://www.fairwork.gov.au/pay-and-wages/paying-wages/frequency-of-pay) (www.fairwork.gov.au/pay-and-wages/paying-wages/frequency-of-pay)
- [Tax and superannuation](http://www.fairwork.gov.au/pay/tax-and-superannuation) (www.fairwork.gov.au/pay/tax-and-superannuation)
- [Deductions and related issues](http://www.fairwork.gov.au/pay-and-wages/deductions-and-related-issues) (www.fairwork.gov.au/pay-and-wages/deductions-and-related-issues)
- [Fixing a workplace problem](http://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem) (www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem)

Have a workplace problem?

Problems can happen in any workplace. If you have a workplace problem, we have tools and information to help you resolve it.

Check out our [Fixing a workplace problem \(www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem\)](https://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem) section for practical information about:

- working out if there is a problem
- speaking with your employer or employee about fixing the problem
- getting help from us if you can't fix the problem.



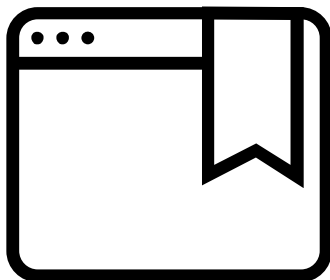
The Fair Work Ombudsman acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters, skies and communities. We pay our respects to them, their Cultures, and Elders past, present and future.



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Please note that comments aren't monitored for personal information or workplace complaints. If you have a question or concern about your job, entitlements or obligations, please [Contact us \(www.fairwork.gov.au/about-us/contact-us\)](https://www.fairwork.gov.au/about-us/contact-us).



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[Need help?](#)

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contacting the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing you with advice that you can rely on. The information contained in this fact sheet is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

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